

CIA-RDP90M00551R002101390006-9

TO:	ACTION	COORD	INFO
EO/ICS			
D/ICS			
DD/ICS			
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STAT EA-D/ICS			
SA-D/ICS			
SA-D/ICS-EP			
REO			
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SIGINT			
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IPC			
PBO			
PPO			
CCISCMO	✓		
IHC			
RDCO			
LL			
SECRETARIAT			
ADMIN			✓
REGISTRY			

STAT

SUSPENSE: \_\_\_\_\_

Date

REMARKS: CCISCMO - WHAT IS THE

ICS # 5732x-88

PERS 1-SR

30 November 1988

LOGGED  
IC STAFF/CMB

MEMORANDUM FOR: Director, Intelligence Community Staff

FROM: Royal E. Elmendorf  
Director of Personnel

SUBJECT: Retirement Award Review [REDACTED]

1. Recently, the employee identified above signed an application for retirement to be effective 03 December 1988.

2. In order to ensure that this employee is considered for an award consistent with [REDACTED] we request that you initiate a review of this employee's career performance to determine whether a recommendation for a career award is appropriate. We find that greater significance is attached to an award when it is as close as possible to the date of retirement. Since the awards process is time consuming, we suggest that this review be done on a priority basis.

3. Because retirement is a significant event in an employee's life, we suggest some form of retirement recognition for each employee. While you will have some thoughts of your own for this recognition, you may want to consider personalizing this event by arranging a farewell meeting with the retiree. At that time you can express the Agency's gratitude for the employee's career contributions and extend best wishes for the future. Most retirees have found this type of meeting meaningful after giving many years of their life to the Agency.

[REDACTED]  
Royal E. Elmendorf